

June 10, 2016

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

Applicant may be required to submit additional materials or complete job-specific tests for the position.

POSITION:	Field Services Supervisor
DIVISION:	Probation Services Division – Chicago
SALARY:	Range \$59,850 – \$89,773; salary at time of appointment to be commensurate with experience.
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.

ESSENTIAL RESPONSIBILITIES: This position performs supervisory work in planning, scheduling, implementing and monitoring probation service delivery through and with assigned Field Services Coordinators and support staff. Work is performed with considerable independence and with latitude for professional judgment under the general supervision of the Probation Division Assistant Director.

FUNCTIONS INCLUDE:

- Supervises the work of Field Services Coordinators and support staff; recruits, interviews, makes hiring recommendations, trains and mentors unit employees.
- Aids in developing, establishing, promulgating and enforcing uniform standards for the probation services division, pursuant to the provisions of the Illinois Probation and Probation Officers Act (730 ILCS 110/15).
- Coordinates and conducts operational reviews, compliance monitoring, technical assistance and activities, and training that extend to all aspects of the administration and operations of probation and court services departments.
- Facilitates lines of communication and information exchange between field services staff and probation departments and detention centers.
- Assists in the development of operational, administrative and program guidelines and policies.
- Analyzes, monitors and evaluates circuit court probation programs, operations, staffing and services and recommends improvements in conformance with division policies and legal requirements.
- Coordinates field work in assigned circuits and reviews staff reports and feed back to make recommendations to circuits and counties for improved service delivery or additional resources.
- Provides technical assistance to circuit courts and county officials regarding standards and statutory mandates.
- Monitors and evaluates the programs and services provided by circuit court probation departments and detention centers.
- Plans, researches, develops and recommends modifications to division policies and standards for probation programs and operations.

- Assists with addressing non-compliance with standards in circuit courts and recommends corrective actions to be taken.
- Assists in planning for and training of circuit court probation personnel.
- May serve as division representative in one or more specialized areas to outside organizations.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Bachelor's degree with major coursework in social science, public administration, criminal justice or a related field and a minimum of five years professional experience in a community corrections or justice system environment, preferably in Illinois, which includes two years supervisory and/or upper management experience or two years in field services. A Master's degree with major coursework in social science, public administration, criminal justice or a related field and five years professional supervisory and/or upper management experience or five years experience in field services is preferred.

Candidates must possess an extensive knowledge of the criminal and juvenile justice system, including related Illinois statutes, regulations, procedures and operations at the trial court level; working knowledge of probation division policies, standards, legal mandates and procedures relating to circuit court probation services and skill in their application; working knowledge of and ability to effectively apply modern supervisory practices; ability to plan, organize, implement and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, and analytic and interpretive skills; excellent written and oral communication skills; skill in preparing clear and concise reports; strong organizational and interpersonal skills; knowledge and experience using Microsoft Office Professional Suite.

This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel frequently. Overnight travel may be required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

APPLICATION PROCESS: Electronic submission is preferred. Interested individuals should submit a letter of interest, resume and completed [Judicial Branch Employment Application](#) to:

Administrative Office of the Illinois Courts
 Attention: Human Resource Unit, # 3135
 3101 Old Jacksonville Road
 Springfield, IL 62704
courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Thursday, June 30, 2016 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER